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| **Technology Across the Curriculum Committee Agenda** | **02/18/2022****11:00am-12:00pm****WebEx**  |
| *Members*: Katheryn Chiapelli, Co-Chair Bruce Farris, Justin Barnaby, Co-Chair Bill Garlick, Andy George, Kellee Goff, John Hendzel, Jennifer Hilker, Dan Holt, Susan Jepsen, Megan Lin, Jim Luke, Chris Richards, Paul Schwartz, Marc Smyth, Joann Silsby, John Szilagyi, Brenda Young |
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| **Agenda Review/New Agenda Items** Classroom webcam options* Team should look through and pick 1-4 webcam options then get those models to test out and see how they work and which would be best.
* The supplemental lighting option needs to be able to be turned off by the user. We do probably not need supplemental lighting in classroom/office setting.
* Making sure the webcams are compatible with all of the classroom workstations, like USB backwards compatible.
* Options for narrowing down webcam choices: not requiring supplemental lighting, only keeping windows and mac compatible, removing plastic lens, only keeping webcams that include backwards USB compatibility. Privacy covers we can buy an aftermarket product if the webcam doesn’t come with one.
* Marc will send out list. Asking for feedback by 3/4/22.
* Heads up – a group is getting together in A&S looking at a discovery conversation about the expansion of various technology in the classroom like lecture capture and laptops in the classroom and student laptops.
* It would be beneficial to have a lecture capture demonstration. Dave Wasinger would be involved with that. PD day coming up soon, or CTE session.

Senate Group for future discussion on plagiarism – first meeting Friday 2/25* First meeting will be next week.

Recap of ITS BRP Annual Orientation and Exercise* The 2022 tabletop exercise was ransomware attack. Examples of situations included where community colleges have had ransomware attacks and were down for from 1 week – 1 month.
* How does your department use technology and how would your department operate without technology for 2 weeks? How long could you operate without technology? How much data could you tolerate to lose?
* Importance of our identity management system – if impacted, people will not be able to get into our systems that require authentication including Office 365, D2L, email. For example, perhaps we create options where you are off campus and can access some of these things alternate ways.
* Maybe we as a college should have some hard copies of things for if technology is not available. Also communication – if we cannot use the usual mechanisms of communication, how will we contact students/employees to update them and plan out the alternative things to do?
* A nudge to faculty, not a formal backup plan for all these teaching issues but a suggestion for instructors to consider ahead of time and see if they have a plan for if technology goes down (like no D2L etc.). Also to consider materials that are only accessible with our normal systems.
* Also timing – losing technology at certain times of year will affect departments more than others. Instructors will have more issues if technology goes down late in semester to point semester could be lost, some departments will be affected if technology goes down near fiscal year end.

Discussion of backup of data from D2L and other vendors (related to BRP Annual Orientation and Exercise)* What is the backup plan if student information is lost? D2L backs up student data every 24 hours so data - assessments, gradebooks etc. - will be recovered if we go down temporarily. Authentication systems that tie into D2L are our main concern. Instructors can export their courses from D2L to back up course materials. Overall, the college’s data is backed up and we would lose as little as possible once systems are back up.
* Academic side, we would quickly need policy decisions made to help with flexible schedules, accounting for missed assignments/assignment changes, grading changes etc.
* What backup plan do we have to communicate to students if they can’t authenticate to D2L or their student email? For employees? It may be the difference between doing some level of activity while technology is down versus pausing activity until college has recovered.

Other Topics:Questions on webex and microphone. <https://help.webex.com/en-us/article/q1y8ig/Webex-Assistant-for-Webex-Meetings-considerations><https://www.reddit.com/r/webex/comments/j22vn7/how_to_stop_webex_from_turning_on_your_microphone/><https://help.webex.com/en-us/article/hob5ab/Turn-off-your-compute>More follow-up in chat/next meeting. | Standing Item |
| Task Log Review  | Standing Item |
| Technology Usability and Training | Standing Item |
| Next Meeting and Call for Agenda ItemsFuture Meeting - 3/18,4/15 11-12 am* Webcams recommendations for classroom lecture station
* Webex and microphone follow-up
* WebEx for student use--for a future meeting...
* Future discussion point – The testing rooms in WCP basement.
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